

**SOUTHEASTERN MICHIGAN HIV/AIDS COUNCIL
MEMBERSHIP/BYLAWS COMMITTEE
DETROIT HEALTH DEPARTMENT 420-B
Thursday April 10, 2003
2:00 P.M. – 4: 00 P.M.**

MINUTES

The regular meeting of the Membership/Bylaws Committee of The Southeastern Michigan HIV/AIDS Council was called to order by Chair, Mary Ferris, at 2:27 PM in room 420B of the Detroit Health Department on Thursday April 10, 2003. The Chair and Co-Chair were present. The minutes of the last meeting, on 3/20, were unavailable. Today's agenda was approved.

Present

Mary Ferris, Chair (left early)
Michael Parent, Co-Chair (arrived late)
Keith Meeks
James Knox
Elizabeth Dawsey
Maxine
Keith Meeks (Co-Chair, LTP Committee)

Staff-SEMHAC

Karla Handley, Sr. Program Consultant

OLD BUSINESS

The essence of the meeting of 3/20/03 for which no minutes are available (tape was blank) was briefly recreated for the record. The main focus of that meeting was a discussion of the length and inclusivity of information in the Bylaws and whether or not they should be trimmed and made more streamlined. All members reviewed a revised Bylaws document created by Joy Royes, SEMHAC Coordinator, and it had been decided that the Chair and Co-Chair of this committee would meet with Joy to go over the document to make further revisions, and then bring it back to this committee for further discussion. The Chair requested a copy of the Attendance Sheets for Full Council and the Executive Committee, so that attendance may be tracked more accurately. She stated that better tracking of subcommittee attendance is imperative, as well. A discussion of the best way to track attendance led to a question about whether or not PWC should be held to the same standards as the remainder of the Council/Committees. The Co-Chair wondered if PWC should have it's own set of SOPs. Liz and Maxine, thought that PWC should maintain a certain level of autonomy and that it should be written into the Bylaws. The status of Council nominees for the new fiscal year was questioned, and it seems that the original applications that were submitted to the Mayor's office were misplaced and had to be resubmitted. The committee requested that the Coordinator provide them with a copy of the packet as submitted. Per Michael, an SOP should be written detailing the process that the packet goes through once it leaves the Nominations Committee. Mary raised the issue of the new HIPAA confidentiality guidelines, and the impact that it could have on the Council. It was stated that the main concern of this committee is to be able to document that the criteria for membership is being met. Mary would like for the Coordinator to provide a copy of the Membership Roster for FY2003. She stressed the importance of it being current, and stated that if Council members have been lost thus leaving the Council out of compliance this committee needs confirmation that HRSA has been notified. This raised the issue of writing an additional SOP that would address the process of follow through when Membership Nominations leave the Committee.

NEW BUSINESS

A motion was made by Keith Meeks, and passed, to move to the discussion of Bylaw Amendments, and to delay the discussion of other agenda items until a later time.

Bylaw Amendments

Revisions that the Chair and Co-Chair requested be made by Joy Royes were done, and included: Combining Section 1 of Article 11 (Mission), and Section 1 of Article 111 (Purpose) into Sections 1 (Purpose) and 2 (Mission) of Article 11.

A question was raised concerning whether or not 1 and 2 under Section 3 (Function) of Article 11 might be combined. It was decided that Mission should continue to be part of Article II, and that Function would remain under Article III.

Article IV-Membership-will have a separate glossary for acronyms.

Article IV, Section 2 will be removed and replaced by an SOP, detailing the nomination process.

A motion was made by Elizabeth, and passed, that a bullet will be added to Article VI, Section 2, stating that an additional role of the Chair of the Council is to mentor and collaborate with the Council Vice Chair in case the Vice Chair is required to fill a vacancy that occurs. Michael stated that more information about this could be expanded on in an SOP.

Michael suggested that a Parliamentarian, and/or a Sergeant-at-Arms position be created. In addition, Ground Rules, created as an additional SOP, which would be stated at the beginning of every meeting, would be useful.

At this point, the Chair excused herself from the meeting and the Co-Chair assumed leadership.

Under Section 4-Article VII (Voting) all issues and concerns will be identified in an SOP.

Section 2, under Article VII will be changed to read "the Council Chair shall review all selections for Committee Chair upon election by a majority vote of the Committee on which he/she serves".

Article VII, Section 4 (Voting) will be replaced by a comprehensive SOP to more fully cover voting procedures.

Michael suggested and Keith moved, that Conflict of Interest, which needs to be better clarified to prevent the exclusion of talented, experienced Council members be tabled and the discussion continued at a special meeting to be scheduled within the next two weeks. Motion passed.

NEXT MEETING

The next meeting is May 8, 2003 from 2:00 – 4:00 PM in Room 420B.

THE MEETING ADJOURNED AT 4:45 PM.

Minutes transcribed by Karla Handley

Co-Chair Signature _____ Date _____